

- I. **Meeting was called to order at 8:32 a.m.** by Chairman Leo Zipperer.
- II. **Establish a Quorum – Roll Call**

Members present: Leo Zipperer, Richard Virlee, Merrill Runquist, Ken Fisher and John Neinas.
Others present: Administrator Mike Serpe, Corporation Counsel Grant Thomas, Human Resources Director Kelly Hendee, and Admin. Secretary Lori Holtz.
Present for a portion of the meeting: Shirley Scalish, Ted McCartney, John Kolodziej, Roger Tepe, Mariah Goode, Terry Vogel, Mike Van Ess, Barb Graul and Pat Miller.
- III. **Adopt Agenda / Properly Noticed.** Motion by Virlee, seconded by Runquist, to adopt the agenda. Motion carried.
- IV. **Approve Minutes:** Motion by Runquist, seconded by Fisher, to approve the minutes of the July 20, 2010, regular meeting. Motion carried.
- V. **Communications** - None.
- VI. **Public Comment** - None.
- VII. **New Business**
 - A. County Board
 1. Appointment of Standing Committee on Ethics Pursuant to Ordinance No. 2010-04
Zipperer indicated that he is working on appointments and will have a resolution ready for a future Board meeting.
 - B. Administrator
 1. FYI: None.
 - C. Corporation Counsel
 1. Amendment of Chapter 8 Door County Code
Chapter 8 is the Door County Smoking Ordinance. The proposed amendment to the ordinance is necessary to come into compliance with 2009 Wisconsin Act 12, which took effect July 5, 2010. Motion by Runquist, seconded by Virlee, to approve the ordinance Amending Chapter 8 Door County Code and forward to County Board. Motion carried unanimously.
 2. Update – Litigation & Other Pending Matters
 - a. Code Enforcement;
Thomas informed the Committee that a tentative negotiated resolution has been reached in the Liberty Park Waterfront Condominium case.
The cutting of shoreland vegetation violation in the Town of Gardener has been resolved; the owners and Planning Department have agreed on a re-vegetation plan.
 - b. Labor Relations;
There are two grievance arbitration matters in the pipeline - one before Arbitrator Houlihan scheduled for November 9 and the other before Arbitrator Nielsen and awaiting scheduling of a date for hearing.
 - c. Sale of Tax Delinquent Real Estate
Advertisement of the sale should be published this month or next. Only a handful of properties will be for sale.

D. Veteran Service Office

1. Proclamation - Veterans USS WASP REUNION

Don Sitte has asked for a proclamation from the County Board Chairman, placed on USS WASP letter head and placed in the County Board packets. The Reunion will be at the Door County Maritime Museum on September 22 and the proclamation will be presented at that time.

2. Adjourn into Executive Session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility per S.S. 19.85 (1)(c) - (1) Annual Performance Evaluation: Scott McFarlane, Veterans Service Officer.

At the request of Scott McFarlane, the evaluation was held in open session

3. Reconvene Into Open Session - *na*

4. Recommendation / Decision

Motion by Runquist, seconded by Virlee, to accept the positive evaluation of Col. McFarlane and place it on file. Motion carried unanimously.

E. Human Resources

1. Completion of Probationary Period – Amy Neuville, Custodian I – Building & Maintenance

Motion by Runquist, seconded by Fisher, to approve regular employee status for Amy Neuville, effective September 2, 2010. Motion carried unanimously.

2. Completion of Probationary Period – Rich Czarnecki, Bridgetender – Highway Department
John Kolodziej informed the committee that all three of the Highway requests come with the Highway Committee recommendation for approval.

Motion by Fisher, seconded by Virlee, to approve regular employee status for Rich Czarnecki, effective August 18, 2010. Motion carried unanimously.

3. Completion of Probationary Period – Scott Vandenlangenberg, Screed Operator – Highway Department

Motion by Fisher, seconded by Runquist, to approve regular employee status for Scott Vandenlangenberg, effective August 8, 2010.

John Neinas asked to go on record with the following statement: *As long as I am elected by people from Door County as their representative, I will not vote to hire people from outside of Door County when there are qualified and capable Door County residents for the position.*

Fisher said he agreed with John's statement.

Vote taken on the motion: Motion carried with Neinas voting "no".

4. Completion of Probationary Period – Scott Pagels, Utility Worker – Highway Department

Motion by Runquist, seconded by Neinas, to approve regular employee status for Scott Pagels, effective August 15, 2010. Motion carried unanimously.

5. Request to Refill Deputy Sheriff Security (Jail)

Sheriff Vogel explained that this request started with the retirement of Randy Tassoul, followed by several transfers within the department. Now the vacancy is for a Security Deputy in the Jail.

Motion by Fisher, seconded by Virlee, to approve the request to refill the vacant position of Deputy Sheriff Security - Jail. Motion carried unanimously.

6. New Position Recommendations

Hendee explained that one request for a Social Worker I position was submitted, but it is not recommended by her or by Mike Serpe. Since we are on the cusp of Family Care, it would be better to wait to see how that works out.

Serpe said he discussed this with Roger Tepe. After the County gets into Family Care, we can look at staffing. We are in a state of transition and will need to see how it works out.

By consensus, the Committee agreed with the recommendation of the Human Resource Director and County Administrator.

7. Reclassification Requests – Report on Recommendations (with County Administrator)

Requests were received from both represented and non-represented employees. Hendee explained that she reviews the requests based on the Standards and Criteria established for reclassifications.

A reclassification is being recommended for the Drafting Technician in Planning from pay grade 5 to pay grade 7 and from .90 to 1.00 FT, with the new title of GIS Mapping Specialist.

The other requests (Accountant/Finance, Assistant Finance Director/Finance, Administrative Asst. II/District Attorney, and Social Work II/Social Services) are not recommended by Hendee and Serpe.

Further discussion held.

The Planning request was brought up at the time of the retirement of the Addressing Specialist, a position that was not refilled, and instead, some of the duties were assumed by the Drafting Technician. In addition, Serpe said the part time clerical position will not be in the 2011 budget.

The County is saving on these two positions

Motion by Runquist, seconded by Zipperer, to concur with the recommendation of the HR Director and Administrator, that the Drafting Technician/Planning position be reclassified to a GIS Mapping Specialist, from pay grade 5 to pay grade 7, and from .9 to 1.0 FT. Motion carried with Fisher voting "no".

Motion by Neinas, seconded by Virlee, to accept the denial recommendations of the HR Director and Administrator on the other four reclassification requests. Motion carried unanimously.

8. FYI:

- Personnel Transactions - FYI
- Part Time / LTE Pay Rates for 2011

Hendee said her recommendation was to keep the part time pay rates the same.

Sheriff Vogel spoke on the three categories of Non-Sworn Reserve Deputy, Sworn Reserve Deputy and Special Reserve Deputy, noting that they've been going three years with no increase. Vogel explained that they are reimbursed for their time, along with an administrative fee, when used.

John Kolodziej present and in response to the committee's question on the Highway part time rates, Kolodziej indicated that he thought the part time wages were satisfactory.

Motion by Fisher, seconded by Runquist, to raise the rates for the Non-Sworn Reserve Deputy, Sworn Reserve Deputy and Special Reserve Deputy, by \$1.00 each and forward to County Board. Motion carried unanimously.

9. HR Updates

- There will be a training session for employees on August 31st, 2:00-3:15pm at the Justice Center on the subject of How to Deal with Confrontation with Confidence.

VIII. Vouchers, Claims and Bills

Motion by Fisher, seconded by Neinas, to approve the bills. Motion carried.

IX. Next Meeting Date: Tuesday, September 21, 8:30 a.m.

X. Adjourn

Motion by Fisher, seconded by Runquist, to adjourn. Motion carried. Time: 9:42 a.m. Recorded by Admin. Assistant Lori Holtz.